

# **GSAUCA PG Admission Portal**

PG Admission Applicant Guideline

*PG.GSAUCA.IN*

## Guideline Overview

This document explains the applicant workflow for the GSAUCA PG Admission Portal. Follow the steps in order and verify all entries before locking the application.

**Important:** Once the application is locked, changes are not permitted. Applicants should print or save the application PDF and keep the fee receipt or challan for future reference.

## Applicant Workflow

Step	Activity	Key remark
1	Open the GSAUCA PG Admission portal.	Use the official PG admission portal link ( <a href="https://pg.gsaUCA.in/">https://pg.gsaUCA.in/</a> ) and review published circulars before starting the application.
2	Use Applicant Login for signup or OTP login.	Use an active mobile number and email address, because OTP and admission messages are sent to these registered details.
3	Complete fee selection and payment details.	Verify the course and subject carefully before payment.
4	Complete the application form.	Keep all required information and documents ready before filling the form. Partial data saving is not available, and no changes are permitted after the application is locked.
5	Upload prescribed PDF documents.	Ensure every uploaded PDF is clear, complete, readable, and within the allowed size limit.
6	Save the form and review lock screen.	Do not proceed to lock until all details are correct. Registered mobile and email details in the screenshot are masked as Not Visible.
7	Send OTP and submit final lock.	Locking is the final submission action. Editing is disabled after the application is locked.
8	Check submitted status	Keep the application PDF, payment receipt and related documents for future admission reference.
9	Verification and Clarification Stage	If any clarification or additional information is required, the applicant will be informed via email. The applicant must submit the required clarification within the stipulated time.
10	Entrance Exam	The entrance examination will be conducted based on the Application ID and the course selected in this application. Applicants are advised to visit the PG Admission Portal regularly for the latest updates and important announcements.
11	Counselling	Applicants are not required to send a hard copy of the application to the Admission Committee. However, at the time of counselling, they must bring the printed application form, payment receipt, and all required original documents for verification.

## General Remarks

- Use the official admission portal and check published circulars before applying.
- Keep scanned documents ready in the prescribed format before starting the form.
- Confirm course, subject, category, personal details and uploaded documents before locking.
- Use the registered mobile number and email address throughout the process for OTP verification and admission communication.

## Step 1: Access the portal main page

**Action:** Open the official GSAUCA PG Admission portal (<https://pg.gsauca.in>) and review the available public links, including PG Admission Prospectus, Applicant Login, University websites and published circulars.

**Remark:** Use the official portal link and review published circulars before starting the application.

The screenshot displays the main page of the GSAUCA PG Admission Portal. At the top left, the text "GSAUCA-PG Admission" is visible. On the right side of the header, there are three buttons: "Login", "Contact Us", and "Theme". The main content area features a large green banner with the GSAUCA logo on the left and the title "Agricultural Universities of Gujarat Common Admission-PG" in white text. Below the title, a paragraph explains that the Government of Gujarat has established four Agricultural Universities: Anand Agricultural University, Junagadh Agricultural University, Navsari Agricultural University, and Sardarkrushinagar Dantiwada Agricultural University. Below the banner, there are two buttons: "PG Admission Prospectus" and "Applicant Login". On the left side, there is a section titled "University Websites" with a list of links: "JAU Website", "AAU Website", "NAU Website", and "SDAU Website". On the right side, there is a section titled "Latest Circular Published" with a sub-header "Date-wise Circulars from the Admission Committee" and a "0 Published" indicator. Below this, a message states "No circular published yet" and "Registrar or Administrator can upload circulars from the dashboard."

## Step 2: Create applicant account or login

**Action:** Click Applicant Login. New applicants should enter full name, mobile number and email address, accept admission communication and create the account. Existing users can request OTP using registered mobile number or email.

**Remark:** Use an active mobile number and email address, because OTP and admission messages are sent to these registered details.

The screenshot displays the 'Login / Signup' page of the GSAUCA PG Admission Portal. The page features a header with the logo and navigation links for 'Login', 'Contact Us', and 'Theme'. A 'Home' button is located in the top right corner. The main content area is divided into two columns. The left column, titled 'Applicant Signup', contains three input fields for 'Full Name \* (As per the marksheet)', 'Mobile Number \*', and 'Email Address'. Below these fields is a checkbox for 'I agree to admission communication and verification.' and a 'Create Applicant Account' button. The right column, titled 'Existing User Login', has an 'Email or Mobile' input field and a 'Send OTP' button. A 'Note' section at the bottom of the right column states: 'If there is any notice related to PG Admission of GSAUCA, it will be published on the official website and communicated through the concerned channels.' The footer contains the copyright information: '© 2020 Agricultural Universities of Gujarat Common Admission All rights reserved. Developed & Managed By: Information Technology Cell, IAU Junagadh'.

## Step 3: Review the application overview

**Action:** After login, review the Application Overview page. The dashboard shows application ID, course, subject, status, fee status, lock status, and available actions.

**Remark:** Use New Subject Application to begin a fresh PG application.

**GSAUCA-PG Admission** Logout Contact Us Theme

**Applicant** New Subject Application

**Application Overview**

**My Applications**

Show 10 entries

ID	APPLICATION ID	COURSE	SUBJECT	STATUS	FEE	LOCKED	ACTION
29	GSAUCA-PG-AG-MSC-2026-0029	MSC - M.Sc. (Agri.)	-	certification	Paid	No	Form Lock
21	GSAUCA-PG-AG-MSC-2026-0021	MSC - M.Sc. (Agri.)	-	approved	Paid	No	Form Lock
19	GSAUCA-PG-AE-MTECH-2026-0019	MTECH - M.Tech. (Agril. Engg.)	-	approved	Paid	Yes	Form Lock
18	GSAUCA-PG-ABM-MBA-2026-0018	MBA - M.B.A.	-	certification	Paid	Yes	Form Lock

Showing 1 to 4 of 4 entries Previous 1 Next

**Merit**  
Merit will appear after Registrar publication.

## Step 4: Select course details and pay application fee

**Action:** On the Application Fee page, confirm applicant details, select last exam degree, applied course, applied subject and payable amount, then proceed with fee payment.

**Remark:** Verify the course and subject carefully before payment.

**Application Fee**

**Fee Selection**

Name: Not Visible | Mobile: Not Visible | Last Exam Degree: [Dropdown]

Applied Course: [Select course] | Applied Subject: [Select subject] | Payable Amount: INR 1,00

[INR] Pay Application Fee

**My Applications** New Application

Show 10 entries Search records

ID	APPLICATION ID	SUBJECT	STATUS	FEE	LOCKED	ACTION
29	GSAUCA-PG-AG-MS-2026-0029	-	clarification	Paid /	No	Receipt Form Lock
21	GSAUCA-PG-AG-MS-2026-0021	-	approved	Paid /	No	Receipt Form Lock
19	GSAUCA-PG-AE-MTECH-2026-0019	-	approved	Paid /	Yes	Receipt Form Lock

## Step 5: Open the application form

**Action:** After fee payment, return to My Applications and click Form for the relevant application record.

**Remark:** Confirm the application ID and course before opening the form.

The screenshot displays the 'GSAUCA-PG Admission' portal for an applicant. The page title is 'Application Overview' and it includes a 'New Subject Application' button. A 'My Applications' section features a table with columns: ID, APPLICATION ID, COURSE, SUBJECT, STATUS, FEE, LOCKED, and ACTION. A single application record is shown with ID 1366, APPLICATION ID GSAUCA-PG-AG-MS-2026-1366, COURSE MSC - M.Sc. (Agri.), and STATUS Fee Paid. The 'Form' button in the ACTION column is highlighted. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation links. A 'Course-wise Merit' section at the bottom states 'Merit will appear after Registrar publication.'

ID	APPLICATION ID	COURSE	SUBJECT	STATUS	FEE	LOCKED	ACTION
1366	GSAUCA-PG-AG-MS-2026-1366	MSC - M.Sc. (Agri.)	-	Fee Paid	Paid	No	Form Lock

## Step 6: Fill applicant details

**Action:** Select the category and complete all applicant details, including date of birth, gender, photo and signature as applicable.

**Remark:** Keep all required information and documents ready before filling the form. Partial data saving is not available and no changes are permitted after the application is locked.

The screenshot displays the 'Application Form' page for an applicant. The page is titled 'GSAUCA-PG Admission' and includes navigation links for 'Logout', 'Contact Us', and 'Theme'. The 'Applicant' menu is visible on the left, with 'Application Form' selected. The form contains the following sections:

- Application Selection:** Course (M.Sc. (Agri.)) and Category (Select category).
- Payment Details:** Challan No. (ADMIN-RCP-000046) and Payment Date (24-06-2026).
- Applicant's Detail:** Student Name (Not Visible), Birth Date (dd-mm-yyyy), and Gender (Select).
- Physically Handicap:** No.
- Photo:** No photo selected. Upload Photo button. Upload JPG or PNG image only. Maximum size: 500KB.
- Signature:** No signature selected. Upload Signature button. Upload JPG or PNG image only. Maximum size: 500KB.

## Step 7: Upload required documents

**Action:** Upload each required document in the prescribed PDF format from the Required Documents section.

**Remark:** Ensure every uploaded PDF is clear, complete, readable and within the allowed size limit.

**Required Documents: (Note: Kindly ensure that all uploaded PDF documents are clearly visible, complete, and readable.)**

DOCUMENT	ISSUE DATE	PDF UPLOAD	STATUS
SSC Marksheet *		<input type="button" value="Choose File"/> No file chosen PDF only, max 5MB. <input type="button" value="Upload"/>	Pending
HSC Marksheet / Diploma Certificate *		<input type="button" value="Choose File"/> No file chosen PDF only, max 5MB. <input type="button" value="Upload"/>	Pending
School Leaving Certificate *		<input type="button" value="Choose File"/> No file chosen PDF only, max 5MB. <input type="button" value="Upload"/>	Pending
Graduation Degree Marksheet & Degree Certificate *		<input type="button" value="Choose File"/> No file chosen PDF only, max 5MB. <input type="button" value="Upload"/>	Pending
Transcript of Mentioned Degree *		<input type="button" value="Choose File"/> No file chosen PDF only, max 5MB. <input type="button" value="Upload"/>	Pending

## Step 8: Save application and review before lock

**Action:** After completing the form, save the application. Go to Lock Application and review the form status, submission status and available actions.

**Remark:** Do not proceed to lock until all details are correct.

The screenshot shows the GSAUCA-PG Admission portal interface. At the top, there is a navigation bar with 'Logout', 'Contact Us', and 'Theme' options. A green notification banner states: 'Application form saved. You can now print the PDF and lock the application.'

The main content area is titled 'Lock Application' and includes a sub-header 'Applicant'. Below this, there is a description: 'Review saved applications, print the form PDF, and submit the final locked application.'

The 'Applications' section features a table with the following columns: APPLICATION, ADMISSION COURSE, STATUS, SUBMISSION, and ACTION. The table contains one entry:

APPLICATION	ADMISSION COURSE	STATUS	SUBMISSION	ACTION
GSAUCA-PG-AG-MS-2026-1366 ID: 1366	MSC - M.Sc. (Agri.) Fee paid	Forms Completed	Not Submitted	Edit Form   Print PDF (Available)   <b>Lock (Available)</b>

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation for 'Previous' and 'Next'.

The 'Lock Verification' section shows 'OTP will be sent to' followed by a redacted area 'Not Visible' and a 'Send OTP' button.

The left sidebar menu includes: Overview, Application Fee, Application Form, and **Lock Application** (highlighted).

## Step 9: Verify OTP and lock application

**Action:** Click Send OTP, enter the OTP received on the registered mobile number and email address, then click Lock Application.

**Remark:** Locking is the final submission action. Editing is disabled after the application is locked.

The screenshot displays the 'Applications' management interface. On the left sidebar, the 'Lock Application' option is highlighted in blue. The main content area shows a table of applications with the following details:

APPLICATION	ADMISSION COURSE	STATUS	SUBMISSION	ACTION
GSAUCA-PG-AG-MSC-2026-1366 ID: 1366	MSC - M.Sc. (Agri.) Fee paid	Form Completed	Not Submitted	Edit Form   Print PDF (Available)   <b>Lock (Available)</b>

Below the table, it indicates 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation buttons.

The 'Lock Verification' section is active, showing 'OTP will be sent to' followed by a redacted area labeled 'Not Visible'. A 'Send OTP' button is present. Below this, there is an 'OTP' input field with the placeholder text 'Enter OTP' and a 'Lock Application' button.

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## Step 10: Confirm submission

**Action:** After successful OTP verification, confirm that the application status is Submitted or Assigned to Verifier and use Application PDF for records.

**Remark:** Keep the application PDF, payment receipt and related documents for future admission reference. During the online verification of applications, if any clarification or additional information is required, the applicant will be informed via email. The applicant must submit the required clarification within the stipulated time.

Application locked. PDF generated for print. Application PDF has been emailed to **Not Visible**

**Lock Application**  
Review saved applications, print the form PDF, and submit the final locked application.

**Applications**

Show 1 entries

APPLICATION	ADMISSION COURSE	STATUS	SUBMISSION	ACTION
GSAUCA-PG-AG-MSC-2026-1366 ID: 1366	MSC - M.Sc. (Agri.) Fee paid	Assigned To Verifier	Submitted 24 Jun 2026 10:16	Print PDF (Available)

Showing 1 to 1 of 1 entries Previous 1 Next

**Lock Verification**

**Submitted**  
**Application submitted successfully**

This application is locked and submitted for verification. Editing is disabled, and the PDF remains available for printing.

[Print Application PDF](#)